

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title/Firm]

[Address]

[City, State, Zip Code]

Re: [Case Name vs. Case Name]

Case Number: [Court Case Number]

Subject: Status of Rescheduled Deposition for [Name of Deponent]

Dear [Recipient Last Name],

This letter serves to confirm the status of the rescheduled deposition for [Name of Deponent]. Pursuant to our recent communication on [Date of Agreement/Conversation], the deposition originally scheduled for [Original Date] has been officially moved.

The deposition is now scheduled to take place as follows:

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [Physical Address or Remote Meeting Link]
- **Court Reporter/Videographer:** [Provider Name, if applicable]

[Optional: Please find the enclosed Amended Notice of Deposition for your records.]

Please confirm your availability for this new date and time by [Date for Confirmation]. If there are any further conflicts or if you require additional documentation, please contact my office immediately.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]